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D R A F T
16 June 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Study of Space Requirements (1975-80 Period)

REFERENCES : (a) Memo dtd 13 Aug 65 to D/L fr DD/S, on subject
(b) Memo dtd 31 Aug 65 to DD/S fr D/L, same subject

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 9.

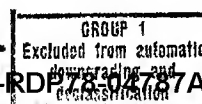
1. 2. In reference (a) you directed an in-house study of Agency space requirements for use as a planning base for expansion of the Langley Headquarters and asked for an outline of space factors to be used. Reference (b) outlines the guidelines and time frame of the space study.

3. PROCEDURE FOLLOWED

a. In developing space requirements for the 1975-80 period in the Langley area, the following departmental functions were excluded for the reasons indicated: (Note: We will staff out all these prior to final draft.)

b. For all other departmental activities, office type space requirements were computed using uniform space standards and criteria devised for that purpose. Work positions (where different from the number of

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personnel on duty) were used as the basis of our computations. For special purpose (non-office) space we followed generally the standards of the General Services Administration modified as appropriate to meet the unique needs of this Agency. The categories ^{and a breakdown between} of special purpose space as used in this study are contained in attachment 1. _{Directorates}

c. The rates and amount of increase in personnel for the period 1966 to 1975-80 as used in this study were coordinated with the Office of Planning, Programming, and Budgeting. Likewise, the results of space computations have been reviewed with the Directorates concerned, including tentative groupings of activities according to functions and needs as a guide for later design of building(s) to house these activities.

RESULTS SO FAR

4. The results of our computation of departmental space are contained in attachment 2 and show a net requirement of _____ square feet for the 1975-80 period based on _____ work positions. This represents an increase of _____ percent in computed space and _____ percent in work positions over the current figures. The present Headquarters Building contains approximately 1,000,000 square feet of net space so that we will need

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to construct approximately _____ square feet to house properly all departmental activities in the Langley area. At such time, departmental space in Rosslyn and elsewhere will be released, except for the activities listed in _____ above.

5. While some adjustments within and between Directorates will be in order at a later date, it is believed that the total computed space requirements for the 1975-80 period are valid for further planning. The computed requirement of _____ square feet would provide relief from the present over-crowded conditions in the Headquarters Building and would allow for expected expansion of personnel at the rate of just under 2 percent per year which conforms to our experience for the past 10 years. Those offices showing a proposed increase of 25 percent or more in either space or personnel during the 1966 to 1975-80 period are identified with a brief explanation in attachment _____

6. Some very tentative conclusions as to possible groupings of functions and space allocations are contained in attachment _____. The backup material held by the Space Requirements Staff identifies the number of enclosures, _____ required for offices, conferences, files and other support space, as well as our needs for special purpose space for computer operations, control,

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training, communications and service areas, and other special requirements.

These data are in a form suitable for development into a summary space directive.

■ WHAT REMAINS TO BE DONE

7 Before preparing a summary space directive, further study and planning, with appropriate technical support, are required following the basic decision to proceed toward ultimate construction of additional building(s) in the Langley area. We require more work on:

(1) Feasibility and cost data to assist in determination of the number and types of buildings, their general configuration, location, access traffic networks, and any necessary modifications of existing space.

(2) Space layouts to accommodate each departmental activity (in the new building(s) or Headquarters Building) including consideration of long-range operational plans, support and functional relationships, refinements of adjustments of space within and between Directorates, and potential common or related use of special purpose space.

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(3) Communications and transportation arrangements within and between buildings, and appropriate consideration for fallout shelters and possible hardening of certain vital sites.

(4) Coordination of Agency plans for any additional construction with the General Services Administration and the Advisory Committee on Federal Buildings in the National Capital Region established by GSA Bulletin EPMR No. D-15 dated 7 February 1966. The General Services Administration is responsible, with the advice of the Advisory Committee, for development of long-range plans for Federal office space in the National Capital Region.

(5) Cost estimates, explanations and justifications for the necessary funds.

8. The technical aspects of this work can be accomplished by contractual employment of architectural and engineering assistance to be assigned to the Space Requirements Staff which should then be redesignated as the Building Planning Group. Active participation in the work of this group by each of the Directorates and several of the major offices can be accomplished through the channels presently established for the Space Requirements Staff. Funds in the amount of \$99,960 were requested as "unbudgeted requirements"

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in FY 1967 to cover the costs of eight contract employees as the nucleus of the Building Planning Group.

9. RECOMMENDATIONS

a. Approval of the concept of construction of additional building(s) in the Headquarters area containing approximately 850,000 square feet of net space.

b. Authorization for contractual employment of such architectural and engineering assistance as may be necessary to support the Building Planning Group which will be directed to undertake additional studies and planning as required, including coordination as appropriate with the General Services Administration and the Advisory Committee on Federal Buildings in the National Capital Region, and to develop specific proposals covering:

(1) Number, types, and configuration of additional buildings with appropriate alternative for consideration.

(2) Space layouts to house departmental functions in the Langley area.

(3) The detailed data, cost estimates, explanations and justification needed to secure the Bureau of the Budget, Congressional

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and other authorizations and funds for the design and construction of additional building(s).

(4) A summary space directive identifying the amount and characteristics of the additional space in form appropriate for the design of the additional building(s) by an A&E firm.

George E. Meloon
Director of Logistics

4 Atts

The recommendations contained in paragraph 9 are approved.

R. L. Bannerman
Deputy Director
for Support

Date


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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040009-3

TO:		DATE
Chief, Real Estate and Construction Div.		5 July 1966
ROOM NO.	BUILDING	
906	Ames	
REMARKS:		
<p>The attached draft memorandum addressed to the DD/S on Space Requirements is fine with George. There is also attached from John Clarke the necessary information on position requirements for the period 1965-72. The basic document can now be prepared in final form for signature.</p> 		
FROM:		
Deputy Director of Logistics		
ROOM NO.	BUILDING	EXTENSION
1200	Ames	

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NOTE FOR [REDACTED]

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Here is the second draft of our paper
on long range space planning. Please
substitute this copy for the earlier version
which, I understand, you may have given to
D/L for review.

[REDACTED]
16 June.

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C/REC	_____
DC/REC	_____
EC/REC	7/7/66
C/ACQ	_____
C/CE	_____
C/UE	_____

1 - SRS - [REDACTED]

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